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17 February 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
17 February 1966

1. Middle Management Executive Development Program

25X1A In response to [REDACTED] inquiry about the Middle Management Executive Development Program, [REDACTED] 25X1A

25X1A [REDACTED] met with Mr. James Grady, Director of the Program, to evaluate the course for possible Agency use. Mr. Grady is a former Foreign Service Officer with extensive management background. This course was initially established for Foreign Service Officers and later the Treasury Department and other government agencies used it. Treasury has continued to use it on a regular basis. It appears that this is a reasonably good course for Agency officers at the Midcareer level.

2. Interagency Training Programs Bulletin

OTR has received a bulletin from the Civil Service Commission announcing the publication of the 1967 edition of the Interagency Training Programs Bulletin. This is a standard announcement sent out by CSC each year, which in essence, requests government agencies to

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SECRET

SECRET

provide information on training available for interagency participation. This is then published in the bulletin and several thousand copies distributed. In the past CIA has not provided any information for this bulletin for the simple reason that we do not have courses available for interagency participation. We shall advise the Civil Service Commission of our continuing policy in this regard.

3. Chiefs of Station Meeting - WH Division

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[REDACTED] WH Division, has informed OTR that plans for a spring Chiefs of Station Meeting [REDACTED] have been cancelled. He explained that for a variety of reasons such a meeting would not be possible before the end of summer. If a fall meeting is scheduled at all, it would probably be somewhere in the WH geographic area.

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4. Executive Seminar Center - Berkeley, California

OTR recently received a letter from J. Kenneth Mulligan, Director of the Office of Career Development, in which he reported that the Civil Service Commission has located a second Executive Seminar Center to augment the present Center at King's Point, N. Y. This second Center is located near the Berkeley campus of the University of California and should be ready for use in September 1966. The acquisition of the second Center will provide seminar capacity more nearly equal to the needs of participating agencies and will allow federal employees in the western part of the U.S. the same

SECRET

SECRET

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opportunity for this training that employees in the East have at King's Point. It is hoped that CIA will now be given more than the ten spaces we received from the CSC for the regularly scheduled seminars during the present fiscal year. Also, it should give some

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5. National War College Field Trips

Coordination continues with the Central Cover Staff and the DDP for the National War College field trips. The College arranges all transportation, but the Agency picks up the tab for per diem. Sam

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[REDACTED] (WH) will take the European trip (minus the Iron Curtain countries), as previously reported; [REDACTED] (DDP) has been

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assigned to the South America Group; Bruce Clarke (OCI) to the African Group and [REDACTED] (OP) will go to the Far East.

6. Executive Seminar in Automatic Data Processing

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The Civil Service Commission was able to accept only one of our nominees, [REDACTED] OS, for the Executive Seminar in Automatic Data Processing, which began on 17 February. The other nominees, Messrs. [REDACTED]

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OL, have been deferred to a later running.

7. Senior Executive Course, Department of Defense Computer Insti-

tute

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The nomination of [REDACTED] for the next Senior Executive

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course, Department of Defense Computer Institute, beginning 28 February, has been forwarded to Capt. Henry. Messrs. Al

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[REDACTED] OC, will attend the April running.

8. Language Training/Vietnamese

A native Vietnamese instructor, [REDACTED] has entered on duty with the Language Training School. Two full-time classes in Vietnamese started this week -- one consisting of three students from FE, and the other with five students from [REDACTED]

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9. Career Training Program

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[REDACTED] made a joint review of approximately fifty applicant files on 8 February 1966. These were current applications which were forwarded to the Career Training Program through channels for Program review. Nothing definite emerged from this first step in what will be a series of reviews. The next step will be a review of a substantial number of applicant files at the point of reception in the Office of Personnel, files not yet directed to any particular component for action. This may tell us something about the way the file distribution system is working and whether the Career Training Staff is missing some good files which they should see.

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SECRET

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10. [REDACTED]

The Director of Logistics with the concurrence of the Director of Security has approved the return of a small and unusable section of Station property [REDACTED] for ultimate release from government ownership. Prior to returning the land, [REDACTED] is verifying

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with the [REDACTED] that the disposition of the property would in no way

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be inimical [REDACTED] with respect to maintaining its water table and reservoir level.

JOHN RICHARDSON

John Richardson
Director of Training

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